

CSC Adopted: October 2001 , CSC Revised: _____**Class Title: License Inspector I - COR****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Researches, collects, and analyzes all information necessary to determine tangible property tax, food and beverage tax, lodging tax, admission tax, and business license tax. Determines compliance with state and local codes. Issues business licenses and assesses business property. Collects and enforces delinquent taxes, and performs administrative duties.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Issues business licenses and renewals by conducting research on special events, sending notifications to secure license, assisting the taxpayer with the license process, determining the correct tax amount, verifying accuracy of calculations, and depositing payments for renewal with the Treasurer.
2	S	Collects and enforces delinquent taxes by calculating payments, maintaining reports of collections, delivering notices of delinquent taxes, and making appearances in court.
3	S	Assesses business property by researching databases and publications, reviewing information provided by business, conducting interviews, analyzing data, and determining requirements for assessment.
4	S	Performs administrative duties by answering customer inquiries, preparing documents for mail-outs, maintaining files and records, and preparing reports.

CSC Adopted: October 2001 , CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with six months/one year of advanced study or training past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Six months in property valuation.
Certifications and Other Requirements	Valid Driver's License
Reading	Work requires the ability to read general correspondence, reports, city and state codes and statutes, spreadsheets, and various City documents.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write general correspondence, memorandums, and reports.
Managerial	N/A
Budget Responsibility	N/A
Supervisory / Organizational Control	Job has no responsibility for the direction or supervision of others.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required.

CSC Adopted: **October 2001** , CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time		L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	At copier, filing cabinet, while assisting customers
Sitting	F	Computer, desk work, answering telephone
Walking	F	Inter-office, to/from other departments
Lifting	O	Supplies, files, books
Carrying	O	Supplies, files, books
Pushing/Pulling	R	Moving office equipment, doors, filing cabinet drawers
Reaching	O	Supplies, files
Handling	O	Paperwork, files
Fine Dexterity	F	Typing, writing, calculator
Kneeling	R	Filing in cabinet drawers
Crouching	R	Filing in cabinet drawers
Crawling	N	
Bending	R	Filing in cabinet drawers
Twisting	R	Filing in cabinet drawers
Climbing	R	Stairs, step stool
Balancing	R	Stairs, step stool
Vision	C	Computer monitor, reading, writing
Hearing	C	Communicating with personnel, general public, on telephone
Talking	F	Communicating with personnel, general public, on telephone
Foot Controls	N	
Other (specify)	N	

CSC Adopted: **October 2001** , CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Copy machine, fax machine, laser fiche, telephone, calculator, computer, standard Microsoft Windows and Office software

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	M
Chemical Hazards	N	Extreme Temperatures	S
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	W
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 3 below)	N

(3)